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CONCORDIA FIRE PROTECTION DISTRICT NO. 2 CONCORDIA PARISH POLICE JURY

Component Unit Financial Statements and Independent Auditor's Reports For the Two Years Ended December 31, 2001

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 5/5/02

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SECTION I - GENERAL PURPOSE FINANCIAL STATEMENTS

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SWITZER, HOPKINS & MANGE

Certified Public Accountants

DENNIS R. SWITZER, CPA H. MYLES HOPKINS, CPA SUSAN L. MANGE, CPA JOHN M. JONES, CPA 1921 - 1983

INDEPENDENT AUDITOR'S REPORT

Members of the Board Supervisors Concordia Fire Protection District No. 2 Ferriday, Louisiana

We have audited the accompanying general purpose financial statements of the Concordia Fire Protection District No. 2 as of December 31, 2001 and 2000 as listed in the table of contents. These general-purpose financial statements are the responsibility of Concordia Fire Protection District No. 2's management. Our responsibility is to express an opinion on these general-purpose financial statements based on our audit.

We conducted our audit in accordance with standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that out audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of Concordia Fire Protection District No. 2, as of December 31, 2001 and 2000, and the results of its operations for the years then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued our report dated May 20, 2002 on our consideration of the Concordia Fire Protection District No. 2's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was made for the purpose of forming an opinion on the general-purpose financial statements taken as a whole. The supplemental information schedules listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the

Members of the Board of Supervisors Concordia Fire Protection District No. 2 Page Two

general purpose financial statements of the Concordia Fire Protection District No. 2. Such information has been subjected to the auditing procedures applied in the examination of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Ferriday, Louisiana May 20, 2002 switzer, Hopskins & Mange

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Combined Balance Sheet - All Fund Types and Account Groups December 31, 2001

			Accoun General	Account Groups al General	E	(Total
	General	Debt Service	Fixed	Long-Term	Memoran	Memorandum Only)
ASSETS	Fund	Fund	Assets	Debt	2001	2000
Cash Receivables-property taxes Buildings and improvements	s 64,145 337,317	\$ 164,703 145,814	S	6 €	\$ 228,848 483,131	\$ 229,190 311,266
Furniture and equipment Amount available in debt service fund Amount to be provided for retirement			1,061,911	310,517	464,700 1,061,911 310,517	465,436 1,119,493 306,360
of general long-term debt				411,031	411,031	538,953
Total assets	401,462	310,517	1,526,611	721,548	2,960,138	2,970,698
LIABILITIES AND FUND EQUITY Liabilities: Accounts payable Note payable Bonds payable (Note B)	7,516			61,548	7,516 61,548 660,000	6,872 75,313 770,000
Total liabilities	7,516			721,548	729,064	852,185
Fund Equity: Investment in general fixed assets Fund Balance: Reserved for debt service Unreserved-undesignated	393,946	310,517	1,526,611		1,526,611 310,517	1,584,929
Total Fund equity	393,946	310,517	1,526,611		2,231,074	2,118,513
Total Liabilities and fund equity	\$ 401,462	\$ 310,517	\$ 1,526,611	\$ 721,548	\$ 2,960,138	\$ 2,970,698

The following notes are an integral part of these financial statements.

CONCORDIA FIRE PROTECTION DISTRICT NO. 2 GOVERNMENTAL FUNDS - GENERAL FUND

Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual For the Year Ended December 31, 2001

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES	DUDGEL	<u> DOIQON</u>	IDINEAT OKADIDI
Taxes	\$ 139,240	\$ 349,313	\$ 210,073
Other income	15,290	39,597	24,307
Total revenues	154,530	388,910	234,380
EXPENDITURES			
Salaries and benefits	90,500	88,379	2,121
General administrative	73,350	62,392	10,958
Maintenance	43,750	32,798	10,952
Capital outlay-equipment	26,000	25,786	214
Total expenditures	233,600	209,355	24,245
EXCESS (DEFICIENCY) OF			
REVENUES OVER EXPENDITURES	(79,070)	179,555	258,625
OTHER FINANCING SOURCES (USES)			
Interest income	4,600	4,934	334
Operating transfers in (out)		(17,767)	(17,767)
Total other	4,600	(12,833)	(17,433)
EXCESS OF REVENUES AND OTHER			
SOURCES OVER (UNDER) EXPENDITURES	(74,470)	166,722	241,192
FUND BALANCES AT BEGINNING OF YEAR	227,224	227,224	
FUND BALANCES AT END OF YEAR	\$ 152,754	\$ 393,946	\$ 241,192

CONCORDIA FIRE PROTECTION DISTRICT NO. 2 GOVERNMENTAL FUNDS - GENERAL FUND

Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual For the Year Ended December 31, 2000

	BUDGET	·ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES	- ,, ,		
Taxes	\$ 123,800	\$ 149,791	\$ 25,991
Other income	17,879	19,608	1,729
Total revenues	141,679	169,399	27,720
EXPENDITURES			
Salaries and benefits	77,750	75,356	2,394
General administrative	52,450	45,955	6,495
Maintenance	29,100	34,939	(5,839)
Capital outlay-equipment	43,500	5,612	37,888
Total expenditures	202,800	<u>161,862</u>	40,938
EXCESS (DEFICIENCY) OF			
REVENUES OVER EXPENDITURES	(61,121)	7,537	68,658
OTHER FINANCING SOURCES (USES)			
Interest income	6,000	7,520	1,520
Operating transfers in (out)		(17,766)	(17,766)
Total other	6,000	(10,246)	(16,246)
EXCESS OF REVENUES AND OTHER			
SOURCES OVER (UNDER) EXPENDITURES	(55,121)	(2,709)	52,412
FUND BALANCES AT BEGINNING OF YEAR	229,933	229,933	
FUND BALANCES AT END OF YEAR	\$ 174,812	\$ 227,224	\$ 52,412

Combined Statement of Revenues, Expenditures and Changes in Fund Balance All Governmental Fund Types For the Year Ended December 31, 2001

	(Jeneral <u>Fund</u>	De	bt Service <u>Fund</u>	(Me	Total morandum <u>Only)</u>
REVENUES						
Taxes	\$	349,313	\$	153,004	\$	502,317
Other income		39,597				39,597
Total revenues		388,910		153,004	<u></u>	541,914
EXPENDITURES						
Salaries and benefits		88,379		₽-		88,379
General administrative		62,392		-		62,392
Principal paid		-		123,765		123,765
Interest paid		-		50,117		50,117
Maintenance		32,798		-		32,798
Capital outlay-equipment		25,786		_		25,786
Total expenditures		209,355		173,882	 	383,237
EXCESS (DEFICIENCY) OF						
REVENUES OVER EXPENDITURES		179,555		(20,878)		158,677
OTHER FINANCING SOURCES (USES)						
Interest income		4,934		7,268		12,202
Operating transfers in (out)		(17,767)		17,767		-
Total other		(12,833)		25,035		12,202
EXCESS OF REVENUES AND OTHER						
SOURCES OVER (UNDER) EXPENDITURES		166,722		4,157		170,879
FUND BALANCES AT BEGINNING OF YEAR		227,224		306,360		533,584
FUND BALANCES AT END OF YEAR	\$	393,946	\$	310,517	\$	704,463

Combined Statement of Revenues, Expenditures and Changes in Fund Balance All Governmental Fund Types For the Year Ended December 31, 2000

	General <u>Fund</u>	Debt Service <u>Fund</u>	Total (Memorandum <u>Only)</u>
REVENUES			
Taxes	\$ 149,791	\$ 189,880	\$ 339,671
Other income	19,608		19,608
Total revenues	169,399	189,880	359,279
EXPENDITURES			
Salaries and benefits	75,356	-	75,356
General administrative	45,955	-	45,955
Principal paid	_	112,689	112,689
Interest paid	_	60,599	60,599
Maintenance	34,939	-	34,939
Capital outlay-equipment	5,612	_	5,612
Total expenditures	161,862	173,288	335,150
EXCESS (DEFICIENCY) OF		•	
REVENUES OVER EXPENDITURES	7 527	16 502	24 120
KEVENUES OVER EAPENDLIUKES	7,537	16,592	24,129
OTHER FINANCING SOURCES (USES)			
Interest income	7,520	8,227	15,747
Operating transfers in (out)	(17,766)	17,766	-
Total other	(10,246)	25,993	15,747
EXCESS OF REVENUES AND OTHER			
SOURCES OVER (UNDER) EXPENDITURES	(2,709)	42,585	39,876
FUND BALANCES AT BEGINNING OF YEAR	229,933	263,775	493,708
FUND BALANCES AT END OF YEAR	\$ 227,224	\$ 306,360	\$ 533,584

INTRODUCTION

- 1. The Concordia Fire Protection District No. 2 was created October 9, 1989 by the Concordia Parish Police Jury by ordinance. The District operates in compliance with Part II, Title 40:1492-1502 of the Louisiana Revised Statutes.
- 2. The purpose of the District is to provide fire protection.
- 3. The District's boundaries are outside of the corporate limits of any municipality in Concordia Parish and outside of the Monterey Fire Protection District No. 1. Concordia Parish is located in East Central Louisiana.
- 4. A Board of Supervisors appointed by the Concordia Parish Police Jury governs the District. The board members are presently serving without compensation.
- 5. The District has one full time employee and three part time employees.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. Financial Reporting Entity

This report includes all funds that are controlled by or dependent of the Board of Supervisors. Control by or dependence on the Fire District was determined on the basis of budget adoption, authority to issue debt, appointment of governing body, and other general oversight responsibility.

2. Fund Accounting

The accounts of the Fire District are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues and expenditures. Revenues are accounted for in these individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The funds presented in the accompanying financial statements are described as follows:

General Fund

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The General Fund is the general operating fund of the Concordia Fire Protection District No. 2. It is used to account for all financial resources except those required to be accounted for in another fund.

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NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES-CONTINUED

Debt Service Fund

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

General Fixed Assets and General Long-Term Debt Account Groups

General Fixed Assets -

The General Fixed Assets Account Group is used to account for fixed assets used in governmental fund type operations for control purposes. All fixed assets are valued at historical cost. Donated fixed assets are valued at their estimated fair value on the date of donation. No depreciation is recorded on general fixed assets.

General Long-Term Debt Account Group

The General Long-Term Debt Account Group is used to account for long-term liabilities to be financed from government funds.

3. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The accompanying general-purpose financial statements have been prepared on the modified accrual basis (GAAP) of accounting.

Revenues

Ad valorem taxes are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on November 15, of each year, and become delinquent on December 31. The taxes are generally collected in December, January, and February.

Taxes levied at 6.94 mills of the assessed valuation of property in the district for operations and maintenance and 3.00 mills and 8.63 mills for 2001 and 2000 respectively for payment of bonds and interest.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES-CONTINUED

Interest income on investments is recorded when the investments have matured and the income is available.

Substantially all other revenues are recorded when received.

Expenditures

Purchase of equipment and supplies are recorded when the related fund liability is incurred.

4. Budget Practices

Annually, the Fire District adopts a budget. Appropriations lapse at year-end and the District does not utilize encumbrance accounting.

5. Cash and Investments

At year-end, the bank's balance of the District's deposits (checking and savings accounts) was \$229,406. Of this balance, \$181,733 was covered by FDIC insurance, \$47,673 was covered by collateral held by its agent in the District's name.

6. Total Column on Combined Statements - Overview

The total column on the combined statements is captioned "Memorandum Only" to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

NOTE B - GENERAL LONG-TERM DEBT

At December 31, 2001, long-term debt was comprised of the following:

\$1,400,000 1991 General Obligation Bonds due in annual installments of \$154,790 to \$154,494 through March 1, 2006; interest at 6.55% to 7.05%.

660,000

\$100,000 note payable to a Commercial Bank in annual installments of \$17,767 through March 1, 2005: interest at 5.77%.

§ 61,548

NOTE B - GENERAL LONG-TERM DEBT-CONTINUED

The following is a summary of long-term debt transactions for the years 2001 and 2000:

<u>2000</u>	Notes	Bonds	Total
Payable at beginning of period Bonds paid	\$ 88,002 (12,689)	\$ 870,000 (100,000)	\$ 958,002 (112,689)
Payable at end of year	\$ 75,313	\$ 770,000	\$ 845,313
<u>2001</u>	Notes	Bonds	Total
Payable at beginning of period Note and bonds paid	\$ 75,313 (13,765)	\$ 770,000 (110,000)	\$ 845,313 (123,765)
Payable at end of year	\$ 61,548	\$ 660,000	\$ 721,548

The maturity schedule for the general obligation bonds and the note payable is as follows:

	N	otes and			·	
<u>Date</u>		Bonds	Ţ	nterest	-	Total
2002	\$	129,196	\$	45,050	\$	174,246
2003		140,015		36,246		176,261
2004		145,882		26,675		172,557
2005		156,445		16,409		172,854
2006		150,000		5,288	*****	155,288
	\$	721,538	\$	129,668	\$	851,206

NOTE C - COMPENSATED ABSENCES

The Fire District has the following policy relating to vacation and sick leave:

- 1. Employees with one year in service with the District accrue one week of vacation and ten days sick leave.
- 2. Employees with more than two years in service with the District accrue two weeks of vacation and ten days sick leave.
- 3. Vacation and sick leave is not cumulative.

The cost of accrued absences was not accrued at December 31, 2001 because it is not material.

NOTE D - CHANGES IN FIXED ASSETS

A summary of changes in general fixed assets follows:

		<u> 2000</u>		
	Balance			Balance
	12/31/1999	Additions	Deletions	12/31/2000
Buildings	\$ 465,436	\$ -	\$ -	\$ 465,436
Equipment	1,113,881	5,612		1,119,493
Total	\$ 1,579,317	\$ 5,612	\$ -	\$ 1,584,929
		<u>2001</u>		
	Balance			Balance
	12/31/2000	Additions	Deletions	12/31/2001
Buildings	\$ 465,436	\$ -	\$ (736)	\$ 464,700
Equipment	1,119,493	17,818	(75,400)	1,061,911
Total	\$ 1,584,929	\$ 17,818	\$ (76,136)	\$ 1,526,611

NOTE E - PENSION PLAN

Substantially all employees of Concordia Fire Protection District No. 2 are members of the Louisiana Firefighters Retirement System (System), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees.

Membership in the Louisiana Firefighters Retirement System is mandatory for all full-time firefighters employed by a municipality, parish, or fire protection district that did not enact an ordinance before January 1, 1980, exempting itself from participation in the System.

Employees are eligible to retire at or after age 55 with at least 12 years of creditable service or at or after age 50 with at least 20 years creditable service. Upon retirement, members are entitled to a retirement benefit, payable monthly for life for life, equal to three and one-third per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years or service and do not withdraw their employee contributions may retire at or after age 55 (or at or after age 50 with at least 20 years of creditable service at termination) and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

NOTE E - PENSION PLAN - CONTINUED

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Firefighters' Retirement System, Post Office Box 94095, Baton Rouge, Louisiana 80804, or by calling (504) 925-4060.

Funding Policy. Plan members are required by state statute to contribute 8.0% of their annual covered salary and the Concordia Fire Protections District No. 2 is required to contribute at an actuarially determined rate. The current rate is 9.0% of annual covered payroll. The contribution requirements of plan members and the Concordia Fire Protection District No. 2 are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Concordia Fire Protection District No. 2's contributions to the System for the years ending December 31, 2001 and 2000 were \$2,655 and \$2,584 respectively, equal to the required contributions for each year.

SECTION II – SUPPLEMENTAL INFORMATION SCHEDULES

CONCORDIA FIRE PROTECTION DISTRICT NO. 2 SUPPLEMENTAL INFORMATION SCHEDULES FOR THE YEARS ENDED DECEMBER 31, 2001 AND 2000

COMPENSATION PAID BOARD MEMBERS

The schedule of compensation paid to Board members are presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the Board members is included in the Legislative expenditures of the General Fund.

For the years 2001 and 2000 there was no compensation paid to any board member.

SECTION III - COMPLIANCE/INTERNAL CONTROL

SWITZER, HOPKINS & MANGE

Certified Public Accountants

DENNIS R. SWITZER, CPA H. MYLES HOPKINS, CPA SUSAN L. MANGE, CPA JOHN M. JONES, CPA 1921 - 1983

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Members of the Board of Supervisors Concordia Fire Protection District No. 2 Ferriday, Louisiana

We have audited the general purpose financial statements of Concordia Fire Protection District No. 2 as of and for the two years ended December 31, 2001 and 2000, and have issued our report thereon dated May 20, 2002. We have conducted our audit in accordance with standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

<u>Compliance</u>

As part of obtaining reasonable assurance about whether Concordia Fire Protection District No. 2's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an object of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that is required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Concordia Fire Protection District No. 2's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general-purpose financial statements and not to provide assurance on the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation

Members of the Board of Supervisors Concordia Fire Protection District No. 2 Page Two

to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider being material weaknesses.

This report is intended for the information and use of management of the district and the Legislative Auditor of the State of Louisiana. However, this report is a matter of public record and its distribution is not limited.

Ferriday, Louisiana May 20, 2002 Switzer, Hopkins & Monge

SECTION IV – SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Schedule of Findings and Questioned Costs Year Ended December 31, 2001

Summary of Audit Reports

- 1. The auditor's report expresses an unqualified opinion on the General Purpose Financial Statements.
- 2. No reportable condition was disclosed during the audit of the financial statements reported in the Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
- 3. No instances of noncompliance with certain laws and regulations of the District were disclosed during the audit.

Findings - Financial Statement Audit

None

Summary Schedule of Prior Audit Findings December 31, 2000

Summary of Audit Reports

- 4. The auditor's report expresses an unqualified opinion on the General Purpose Financial Statements.
- 5. No reportable condition was disclosed during the audit of the financial statements reported in the Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
- 6. No instances of noncompliance with certain laws and regulations of the District were disclosed during the audit.

Findings - Financial Statement Audit

None